

CAREER TECHNICAL TRAINING AREA

Hotel and Lodging



Do You Like ...

- ... meeting people?
- ... organization and detail?
- ... using basic math skills?
- ... talking and listening to others?

If so, you may be a good candidate for Job Corps' **Hotel and Lodging** career training program.

SKILLS

Learn how to perform the essential tasks of a hotel and lodging professional, including:

- » Making and confirming reservations.
- » Greeting, registering, and assigning rooms to guests of hotels or motels.
- » Verifying customers' credit and establishing how the customer will pay for the accommodation.
- » Issuing room keys or cards.
- » Contacting housekeeping or maintenance staff when guests report problems.
- » Monitoring and keeping common areas clean and safe, including the reception area, laundry room, and lounges.
- » Serving and/or clearing the restaurant or eating area.
- » Transmitting and receiving messages for guests.
- » Keeping records of occupied rooms and guests' accounts.
- » Presenting statements to and collecting payments from departing guests.

EXPECTATIONS & REQUIREMENTS

While on the job, you will be expected to display the following traits at all times:

- » Professionalism
- » Integrity and dependability
- » Attention to detail
- » Concern for others

And you will need to meet a few basic requirements in order to be hired as a hotel and lodging professional, including having:

- » Basic math and reading skills
- » A high school diploma or the equivalent
- » Completion of core curriculum and passing scores on all written and performance tests
- » A least 90 days of experience working in a hospitality-related position

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CREDENTIALS

As a Job Corps student, you can earn credentials in your training area that demonstrate you have **gained the knowledge and skills** to help you **succeed in your career**. Credentials may lead to greater employment opportunities, higher wages, and promotions.

Students who complete a Hospitality training area can earn **nationally recognized credentials** from organizations such as the American Hotel and Lodging Educational Institute (AHLEI), the National Restaurant Association, and ServSafe®, the national standard in hospitality and culinary arts training and credentialing. Many graduates also gain a state-issued license.

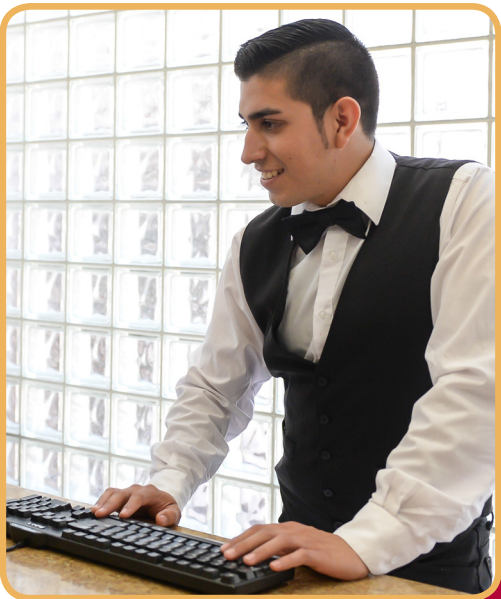
CAREER OPTIONS

Most **Hotel and Lodging graduates go to work for hotels or motels**. Most lodging professionals work full time. Because hotels are open around the clock, evening and weekend work is common. As a hotel and lodging professional, you will be on your feet the majority of your day to greet and help guests.

SALARY

The average starting salary for most hotel and lodging professionals is **\$21,000/year**.

*For additional salary information and career path options in this field, visit www.mynextmove.org.



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